



HUMAN RESOURCES BOARD

Meeting Minutes
Monday, October 03, 2011

Opening:

The regular meeting of the Human Resources Board was called to order at 4:00 p.m. on Monday, October 03, 2011 in the City Hall 5th floor large conference room by Chair Art Butler.

Present:

Art Butler
Bob Gordon (Arrived 4:41 p.m.)
Cynthia Baca
Erin House
Jackalyn Rawlings
Norman Powell
Sonya Dew
Woodie Rucker-Hughes
Colene Torres
Jeremy Hammond
Rhonda Strout

Excused Absence:

Unexcused Absence:

Robin Treen

Guests:

Mark Ripley – Airport Director

Public Comment Period: Mary Shelton and Vivian Moreno addressed the Board.

A. Approval of September 12, 2011 Minutes

Board Member Woodie Rucker-Hughes requested to be excused from the previous meeting.

Approved: Cynthia Baca
Second: Sonya Dew
Ayes: All

B. Agenda Items

1. Departmental Presentation – Mark Ripley, Airport Director

- A verbal overview of the Airport was provided to the Human Resources Board by Airport Director Mark Ripley. Presented to the Board was an organizational chart.
- Airport Director Mark Ripley informed the Board that the Airport has not had any turnover or grievances in the past five (5) years.
- Mr. Ripley informed the Board that the Airport is working through the Federal Aviation Administration (FAA) on an environmental assessment of the Airport. Currently, the runway is the highest priority.
- Airport Director Mark Ripley also informed the Board that the Airport is the fuel provider through the Fixed Base Operator (FBO).

2. Review of Human Resources Personnel Policies and Procedures – Rhonda Strout, Human Resources Director & Jeremy Hammond, Deputy Human Resources Director

- Human Resources Director Rhonda Strout and Deputy Human Resources Director Jeremy Hammond presented revised Policy I-6, Nepotism and Employment Relationships to the Board for review and approval.
- Board Member Powell requested a minor change within the policy.
- Board Member Powell motioned to accept the policy as revised, with a second by Board Member Rawlings. The motioned passed with seven (7) Ayes and one (1) Abstention.

3. Human Resources Updates – Rhonda Strout, Human Resources Director

- Human Resources Director Rhonda Strout informed the Board that the Human Resources Department hired an outside firm (Warren, McVeigh & Griffin) to conduct an audit of the Workers' Compensation Division. The audit is expected to be completed by mid-February.
- Ms. Strout informed the Board that the City will be moving forward with a two (2) tier retirement plan with CalPERS. All unions have agreed to this change with the exception of Police units who are still negotiating with the City.
- Director Strout informed the Board that the City is accepting proposals for a search firm to conduct the Public Works Director recruitment. Proposals will be accepted until October 21st.
- The Board was given a City Manager recruitment brochure and informed that applications will be accepted until October 14th.
- The Human Resources Board was invited to the Chili Cook Off that is scheduled for October 19th in the City Hall Breezeway from 11:30 a.m. to 1:30 p.m.
- Ms. Strout informed the Board that the Human Resources Department was participating in a job fair sponsored by the Chamber and Bank of America in partnership with the local school districts. She shared that the focus was on youth and providing exposure to future career opportunities as well as current employment opportunities, and that the City was committed to such activities that help invest in our community.

4. Issues for Future Discussion – Arthur Butler, Chair

- Volunteers and Internships

Next Meeting: November 6, 2011, City Hall 5th floor large conference room.

Adjournment: Meeting was adjourned at 5:05 p.m. by Chair Arthur Butler.

Minutes submitted by: Colene Torres _____